

New Starter Policy for Nursery



Context

We would like to welcome new children and their families into our school community, giving them the peace of mind that their child is in safe hands, to be loved, nourished and given every opportunity to thrive.

All children are eligible to 15 hours of free education from the term after their third birthday. Some children are also eligible to 30 hours. We therefore run a flexible offer for parents to choose sessions that are suitable for them. Full day or half day sessions are available over the week. Full day sessions come with a small extra charge to cover the lunchtime period. If parents require more sessions than they are able to get funding for, then parents have the option of paying for extra sessions.

Aims

- To provide parents with all the information they need.
- To provide a step by step transition process that helps the child and their family.
- To gather all the information that is needed in order for school to look after each child well, along with statutory information required.
- To use home visits to help the school to start building a relationship with the family, and give parents an opportunity to speak confidentially about their child's needs and development.

Framework

- There are three nursery intakes

If child's third birthday falls between:	Child will become eligible for a free place from:
1 April and 31 August	The start of the Autumn Term (September)
1 September and 31 December	The start of the Spring Term (January)
1 January and 31 March	The start of the Summer Term (April)

- When a parent/carer would like their child to attend our nursery they will be given a nursery welcome booklet and a contact form to fill in.
- All new nursery children, along with their parent/carer will be invited to two Seedling sessions to aid transition.
- All about me booklets are given out during these seedling sessions where we encourage parents to work through them at home, together with their child to aid transition and help staff get to know the child as well as help the child learn about what to expect when they start school.
- Home visits are conducted for all Nursery new starters. This is where the Nursery teacher along with another member of school staff (often the Learning Mentor) visits the home to find out more about the individuality of the child, the sessions which are required, give further information about the setting and fill out the necessary paperwork. We will also ask to see the child's birth certificate during this visit as a statutory identity check. The All About Me booklet will be collected during this visit to form the first piece of work in their Nursery folder.
- Staggered starts for nursery new starters may be offered so that the transition work can continue and each child can have more adult attention during their first few days.
- Personal data will be collected from all new starter children and their parents/carers. This data is always stored securely and we follow the data protection act

Full details for parents of new starters are found in the Welcome Booklet.

This policy should be read in conjunction with:

Admissions Policy
Data Protection Policy
Privacy Notice
Early Years Foundation Stage Policy


Information provided in paper form:

Parent Welcome Booklet
All About Me Booklet

Paperwork to be completed:

Initial Contact Form – given to parents to fill in
Home Visit Form – filled in by the teacher during the home visit
Consent Form – to be signed by the parent at the home visit
Home School Agreement – to be signed by the parent at the home visit
Parental Declaration Form for Claiming Early Years Entitlement for NELincs
Additional Payment Agreement – if applicable
Intimate Care Form – if applicable
Medical Needs Form – if applicable
Care Plan – if applicable

All information collected will be entered onto the school's secure electronic systems and original paper work with signatures will be kept securely in the child's personal record.

Policy written: Summer 2020	
Policy review: Summer 2021	
Policy written by: Deputy Head Teacher	
Signed: 	Date: 10/06/2020